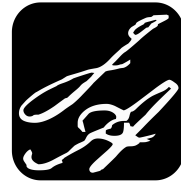


**JEFFERSON ACADEMY**  
**Board of Directors Meeting**  
**Thursday, September 12, 2013**



**JEFFERSON**  
**ACADEMY**

**Location:** 1425 S. Angel Street  
Kaysville, UT 84037

**In Attendance:** Keith Facer, Neal Harris (phone), Shelley Young, Kristi Carlston

**Excused:** Joshua Spliker

**Others in Attendance:** Valerie Shaw (Principal), Nicole Jones (Assistant Principal), Trent Brown (AW), Gavin Hutchinson (AW), members of the public

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship and is based on the Core Knowledge Sequence. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts. It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

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## **MINUTES**

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**7:03 PM – CALL TO ORDER by Keith Facer**

### **CONSENT ITEMS**

- **Board Meeting Minutes**

Neal Harris moved to approve the July 27, 2013 Board Meeting and Closed Session Minutes; Shelley Young seconded. Motion passed unanimously.

Shelley Young moved to approve the August 5, 2013 Board Meeting and Closed Session Minutes; Kristi Carlston seconded. Motion passed unanimously.

- **New Hires**

Valerie Shaw discussed the new hires and the staffing strategy.

Shelley Young moved to approve Raquel Gallegos, Michelle Melville, April Blakeley, Jacob Ritter, Christy Carlson, Kyla Mercier, Rebecca Hull, Annette Wiese, Deanna Arnold, Shari Miller, Camille Boyce, Tracy Reynolds, Angela Wilding, Jessica Erickson, and Jamie Frampton as New Hires; Kristi Carlston seconded. Motion passed unanimously.

### **PUBLIC COMMENT**

- The following individuals made a public comment:

- Dave Saunders
- Shelley Wadsworth

Valerie Shaw discussed school safety and the improvements that have been made to

the facilities. This encourages people to check in at the office and does limit students hanging out in the rotunda.

## **MONITORING**

- **PTO Update**

Shelley Wadsworth reported on the PTO. The PTO has a lot of new faces and they are excited that there are new parents getting involved. Michelle Swenson has stepped up and recruited a strong group of women. The carnival is coming together with many food options and it should be fun for families to attend.

- **Principal Update**

Valerie Shaw updated the Board on the status of the school and start of the year. She reviewed enrollment, the increase to the math instruction block, the teacher professional development that occurred, the mentoring program for the Level 1 teachers, and the updates to technology.

Questions were posed as to staffing and how the administration is dealing with changes and staff. Valerie expressed that any gaps that may be there appear to be covered as she works closely with Nicole Jones. Valerie is working to get teachers highly qualified. She will be working to ensure they are progressing in licensure. State assigned grades were discussed and how the school will be working to improve areas and do curriculum mapping.

- **Budget Update**

Gavin Hutchinson reviewed the budget with the Board. The budget is in good shape and the school has budgeted conservatively and is increasing day's cash on hand.

- **Policy Governance Review**

The Board reviewed policies, including: Ends 1.1. Academic Accomplishment, Ends 1.2. Citizenship, Ends 1.3. Moral Excellence, Ends 1.4. Principles of Liberty, Ends 1.5. Appreciation for Learning, and Charter Effectiveness Goal #1. They discussed student achievement and growth over a period of time and the schools ability to achieve high academics. Morning great time and the increase in instructional time was discussed.

## **VOTING ITEMS**

- **Policy Governance Revisions**

No changes were requested and the policy governance revisions vote was tabled.

- **School Specialty Lunchroom Tables Purchase**

The lunchroom setup and getting new tables that will fit the junior high students better and be more conducive to trainings were discussed. The older lunchroom tables may be sold to other schools to help cover the purchase cost of the new tables.

Neal Harris moved to approve the purchase from School Specialty for Lunchroom Tables for up to \$8,500; Keith Facer seconded. Motion passed unanimously.

- **Mentoring Solutions Addendum**

Valerie Shaw reviewed the teacher's needs for mentoring and support and the addendum to the current agreement.

Keith Facer moved to approve the Addendum to the Mentoring Agreement with

Mentoring Solutions for up to \$9,000; Kristi Carlston seconded. Motion passed unanimously.

- **Cleaning Contract**

The new cleaning services are in place and so far they have done a great job and are providing a quality service. The building is being cleaned nightly and teachers are happy with the service. The new cleaning service will be more cost effective as well. The Board reviewed the bids received for cleaning services and Valerie discussed the school needs and her recommendation for a cleaner.

Shelley Young moved to approve the cleaning contract and rate sheet with Toone Cleaning Company; Neal Harris seconded. Motion passed unanimously.

- **E-Rate Policies and Designated Signer**

Trent Brown discussed the E-Rate program and the policies.

Keith Facer moved to approve Valerie Shaw as the designated E-Rate signer and recognize the E-Rate Gift Policy, the E-Rate Procurement Policy, and the E-Rate Record Retention Policy as administrative policies; Neal Harris seconded. Motion passed unanimously.

Neal Harris talked about the availability of access to technology in the classroom.

The Board will continue to be diligent in reviewing technology contracts to make sure they are able to stay current in the future.

- **Utah Consolidated Achievement (UCA) Plans**

The Board reviewed the UCA application funding allocations that will be used to enhance student education and the funding that is received through the federal and state plans. The purchase of consumable educational materials with the funding and the need for those materials was discussed.

Neal Harris moved to approve the 2013-2014 Utah Consolidated Achievement Plans and Budget, including: Title IA Plan, Title IIA Plan, Accelerated Students Program Plan (Gifted and Talented), Enhancement for At-Risk Students Plan, Early Childhood Programs K-3 Reading Achievement Plan, and the IDEA Pre and School-Aged Plans; Keith Facer seconded. Motion passed unanimously.

## **DISCUSSION ITEMS**

- **Strategic Plan**

The Board reviewed the Strategic Plan created at the Board Retreat and they will continue to review the document to ensure school progress.

- **Technology Committee**

Committee's will be redesigned and reappointed. Valerie Shaw would like Board involvement on committees during the Accreditation process and will be seeking volunteers. The technology in place at the school and the devices being used were discussed including reaching out to the IT staff and vendors.

- **Calendaring**

- Board Meeting November 14, 2013 at 7:00 PM

## **TRAINING**

- **Brian Carpenter Training #12**

Shelley Young presented the training on charter accountability and Board performance, including the mistakes that Boards make. The state paid compliments to Jefferson Academy during the amendment process on the schools ability to improve student outcomes. Academica West has also praised the Board on the positive atmosphere at the school and the current direction the Board and administration.

## **ADJOURN**

- Keith Facer moved to adjourn the Board Meeting; Shelley Young seconded. Motion passed unanimously.  
Board Meeting adjourned at 9:52 PM.